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Earn college  
credits toward  
certificates at  
Highline  
College

# AIRPORT UNIVERSITY

Spring Quarter April - June 2025



## BUSINESS COMPUTER APPLICATIONS / MICROSOFT EXCEL (BUSN 216)

Many businesses - including airport and logistics companies - use Microsoft 365. This is a **fast-paced class for students who have experience using Microsoft 365** and want to expand their skills. This class focuses most on Microsoft Excel.

- Manage files and documents using Windows Explorer
- Create a resume and cover letter in Microsoft Word
- Create a presentation in PowerPoint
- Perform math calculations and create formulas in Microsoft Excel
- Use Excel to sort and filter numbers; create Pivot Tables to convert data into useful information for decision making
- Create charts in Excel to present information visually



**Tuesdays**  
**April 1 - June 17**

2:00 - 4:30pm

**Location: In-person at  
SEA Airport**



**EARN: 5 college credits from Highline College toward an "International Trade and Logistics" Certificate**

**This is an intermediate level class. Students should:**  
\*Know how to type and use a computer    \*Have some experience using Microsoft 365    \*Be prepared to do homework

### ELIGIBILITY:

- \*SEA Airport workers - priority registration
- \*Taxi & Rideshare drivers serving SEA Airport
- \*Community members looking for jobs at SEA Airport (will be put on a waitlist and registered if space is available)

### REGISTER:

Complete **Airport University Class Registration form**

**Deadline**  
**March 31**

- Use QR Code or [www.portjobs.org](http://www.portjobs.org)
  - Or visit the Airport Jobs office
- Hours: Monday to Friday 10:00 am - 4:00 pm  
Directions to office: <https://portjobs.org/contact/>



**QUESTIONS:** Email [airportuniversity@portjobs.org](mailto:airportuniversity@portjobs.org) - text 971-319-3356 - call 206-258-8980    [www.portjobs.org](http://www.portjobs.org)

